

Credential Application

Remit to:
State of Wisconsin
Department of Commerce-Credentialing
P.O. Box 78780
Milwaukee WI 53293-0780
Phone (608) 261-8500
TDD #: (608) 264-8777
7:45 a.m. - 4:30 p.m.

**THE CREDENTIAL WILL NOT BE
PROCESSED UNLESS YOU:**

- A. Sign and date this form;
- B. Submit a complete application with all blanks filled in or marked non-applicable;
- C. Attach the specified fee; and
- D. Attach documents if specified on this application.

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m)].

Instructions: Please review the pre-printed information in the boxed portions of this application. Clearly print corrections or new information where needed. **Be certain to sign and date the application.** The applicant's social security number is mandatory information. **Make a photocopy of the completed application for your records.**

By signing below, the applicant swears that all information provided on this application is true, accurate and that the credential requirements are met. **Notice: Information collected may be used for participation surveys, eligibility for approvals, law enforcement (including child support and tax delinquency enforcement) purposes and other secondary purposes. The Department may also provide this information to requesters pursuant to Wisconsin's open records law, ss. 19.31-19.39 stats. Social security numbers are required when applying for a license according to Wisconsin Stats. But they may not be disclosed to anyone except other State of Wisconsin governmental agencies.**

Applicant's Signature	Date (mo/day/yr)
Applicant Information	
Applicant's Social Security No:	
Applicant's Name (First, Middle and Last):	
Address No. & Street, or P.O. Box:	
City, Town or Village, State, Zip + 4 Code:	
Country, If Other Than United States:	
Telephone No. (include area code):	
If Available, Fax No. (include area code):	

MASTER PLUMBER LICENSE-cost code 7630

Reason for Credential: Except as provided under s. 145.06 (4) Stats., and pursuant to s. 145.06, Stats., no person may install plumbing unless the person holds a credential issued by the department as a licensed master plumber, licensed master plumber-restricted, licensed journeyman plumber, licensed journeyman plumber-restricted, registered plumbing apprentice, registered plumbing learner-restricted, registered utility contractor or registered pipe layer.

Requirements of Credential: A person who as a licensed master plumber is responsible for the installation or modification of plumbing shall utilize the appropriate credentialed persons to install or modify plumbing. A person who holds the credential shall carry on his or her person the credential issued by the department while performing or conducting the activity or activities permitted under the

credential.

A business engaged in the installation of plumbing that utilizes plumbing learners shall maintain a ratio of at least one journeyman plumber or journeyman plumber-restricted for each plumbing learner. For this purpose, a master plumber or master plumber-restricted may act as a journeyman plumber or journeyman plumber-restricted, respectively.

For any construction or installation that requires a uniform building permit under s. Comm 20.08, persons, entities, or businesses which hold licenses, certifications, or registrations as identified in Comm 5 may not commence construction or installation until a permit is issued.

A person holding a master plumber license may apply without examination for Commercial plumbing inspector certification.

A person holding a master plumber license may apply without examination for POWTS inspector certification.

Education Hours Required to Renew: The renewal of a license as a master plumber shall be contingent upon the master plumber obtaining at least 12 hours of acceptable continuing education three months prior to the expiration date of their credential. A person who holds a license as a master plumber may apply to the department for waiver of the continuing education requirements on the grounds of prolonged illness or disability or similar circumstances. Each application for waiver shall be considered individually on its merits by the department.

The Construction Codes Report may contain advertisements for courses, lectures or seminars which will count towards continuing education for a master plumber license.

APPLYING FOR MASTER PLUMBER LICENSE

A person may obtain a credential as a licensed master plumber by one of the following methods:

- Method 1 Completing the necessary hours of experience or have an engineering degree, and taking and passing the master plumber license examination.
- Method 2 Submitting evidence that the person possesses a master plumber license-retiree.
- Method 3 A person who held a master plumber license but exchanged it for a journeyman plumber license may, upon application to the department, exchange his or her journeyman plumber license, for a master plumber license. If the exchange is made at the time of renewal a credential fee of \$250 for the master plumber license shall be submitted.

Apply for the credential by following the instructions for Method 1, Method 2 or Method 3.

Special Processing Note: If you hold a current license from another state, or under the ordinances of any city, town or village, you must first complete a petition for variance in accord with Comm 5.90 (4)(c) and (d), Wisconsin Administrative Code. Upon successful completion of the variance process, complete the examination application as specified in Method 1 and provide a copy of the petition approval correspondence.

A petition application and information on the petition process may be obtained by contacting the Safety and Buildings Plan Entry Unit at 608/261-8491. The Application for Credentialing Petition for Variance (form SBD-9890COMM5) can also be found on our Website at <http://www.commerce.state.wi.us/SB/SB-DivForms.html>

METHOD 1 - Experience or Degree and Examination

Application and Exam Fee (nonrefundable): \$50.00 class code 7630

Make checks payable to: Department of Commerce. The fee consists of a \$20 application fee and an exam fee of \$30. When the exam is passed, the applicant will be asked to pay a \$250 credential fee which will be prorated because the credential expires on a specific date. The credential, which will be issued after the exam is passed and the prorated credential fee paid, will be effective for 2 years from March 31st. Office location: 201 W. Washington Ave, Madison. Mailing address: PO Box 7082, Madison, WI 53707. If the two parts are not scheduled for the same day, an additional exam fee of \$30 will apply for the second session. The second session must be scheduled for an existing scheduled exam site.

Qualifications for Examination: A person applying for a master plumber license examination shall have one of the following qualifications:

- At least 1,000 hours of experience per year for at least 3 consecutive years as a licensed journeyman plumber.
- Graduated from an accredited engineering university or college with a degree in civil engineering, mechanical engineering or other approved engineering curriculum related to plumbing.

If the experience you gained spanned more than 12 consecutive months use a separate row for each 12-month period. The time-period must be consecutive years from one row to the next. In the Time-period column fill in the beginning month and year and the ending month and year in which the experience hours were completed. In the Experience Hours column fill in the number of hours claimed for that time period but do not record more than 1000 hours in the column even if you worked more than 1000 hours. If the hours were witnessed by more than one person, the hours witnessed by each person must be completed on separate rows. Photocopies of this page may be made if you need additional room or would like to mail to witnesses to sign. The witness must have observed or had knowledge of the number for work hours performed in plumbing. If the person signing is not the master plumber who supervised your work, attach a letter of explanation and have the master who is in charge on the premises sign below.

Time-Period		Experience Hours	Hours Witnessed by (please print or type)	Signature of Witness	Wisconsin State License Number	Telephone Number of Witness
Began Month/Yr	Ended Month/Yr					

ATTACH a copy of the official transcripts from the school to this form if satisfying the requirements because of a degree in engineering. Photocopies of transcripts will not be accepted. You do not have to record experience obtained if you hold an acceptable engineering degree.

In order to obtain the credential the applicant must obtain a score of at least 70% on an examination. The exam will cover Chapter 145, Wisconsin Statutes; and chapters Comm 5 and Comm 82-87, Wisconsin Administrative Code; NFPA 13D-2002. The exam is open code book, component manuals, NFPA, and statutes.

Copies of current Wisconsin Administrative Code and Chapter 145 may be obtained from Document Sales @ (608) 266-3358 or @ (800) 362-7253. The NFPA standards 13 (2002 edition) of the National Fire Protection Association may be ordered from the National Fire Protection Association @ (800) 344-3555.

You will need to have a working knowledge of the component manuals for the various POWTS. You will need to bring these to the exam site. These can also be purchased through Document Sales @ (608) 266-3358 or @ (800) 362-7253. The publication titles and numbers are as follows:

Form #	Document Title
SBD-10571-P	Holding Tank
SBD-10567-P	Conventional Soil Absorption
SBD-10573-P	Pressure Distribution
SBD-10572-P	Mound
SBD-10570-P	At-Grade
SBD-10656-P	Split Bed Recirculating Sand Filter System
SBD-10595-P	Single Pass Sand Filter
SBD-10628-P	Recirculating Sand Filter
SBD-10657-P	Drip-Line Effluent Dispersal
SBD-10705-P	In-Ground Soil Absorption
SBD-10691-P	Mound
SBD-10706-P	Pressure Distribution

Additional training materials relating to this credential are available and may also be ordered through Document Sales @ (608) 266-3358 or @ (800) 362-7253. They are intended to be training guides and may not match the current code.

SBD-8536-P	Cross Connection Control Manual
SBD-8869-P	Drain and Vent System Design
SBD-8036-P	Sizing the Water Supply System

SBD-9138-P	Wisconsin Water Treatment Handbook
SBD-10089-P	Wisconsin POWTS Inspector Handbook
SBD-9046-P	Soil & Site Evaluation Handbook
SBD-10810-P	Multipurpose Piping Systems Design Manual

To schedule an exam:

- In the table below circle the month you would like to take the exam and the city where you would like to take the exam. Record your daytime telephone in case the exam center is filled for that date. The department will attempt to call and offer exams at available sites or dates.
- Submit the **FEE AND THIS APPLICATION** with the month and city circled for the exam to the division **at least 30 days in advance of the exam date chosen**. Note you may wish to keep a copy of this letter for your records.

Exam Name:	This is a 8-hour exam and will be scheduled for the a.m.
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Circle the exam location of your choice below.
Then below the location, circle the day you would prefer to take the exam.

2006 Exam Schedule-Soil Testers at Every Site			
GREEN BAY <i>Howard Johnson Inn</i> 2580 S Ashland Ave 920-499-5121	BLACK RIVER FALLS <i>Holiday Inn Express Hotel</i> W10170 Hwy 54 E 715-284-0888	PEWAUKEE <i>Waukesha County Technical College WCTC</i> 800 Main St 262-695-3474	HAYWARD <i>Hayward Inn & Suites</i> 10290 Hwy 27 S (715) 634-4100
August 15		August 1	
	September 19	September 13	
October 10		October 3	October 18
	November 14	November 7	
		December 5	

Day phone number:

2007 Exam Schedule-Soil Testers at Every Site				
GREEN BAY <i>Regency Suites Hotel</i> 333 Main St 920-432-4555 Wednesdays	MADISON <i>Radisson Hotel</i> 517 Grand Canyon Dr. 608-833-0100 Tuesdays	BLACK RIVER FALLS <i>Holiday Inn Express Hotel</i> W10170 Hwy 54 E 715-284-0888 Wednesdays	PEWAUKEE <i>Waukesha County Technical College WCTC</i> 800 Main St 262-695-3474 Wednesdays	HAYWARD <i>Hayward Inn & Suites</i> 10290 Hwy 27 S 715-634-4100 Wednesdays
		January 10	January 17	
February 21		February 7	February 14	
		March 7	March 14	
April 11	April 24	April 4		April 18
		May 9	May 16	
June 6		June 13	June 20	
		July 11	July 18	
August 8	August 21	August 15		
		September 12	September 19	
October 3		October 10	October 17	October 24
		November 7	November 14	
	December 11			

Day phone number:

A letter confirming the exact date, time and location will be sent to you.

METHOD 2 - Possession of a Master Plumber License-Retiree

The fee for applying for the credential using method 2 is as specified in the following table:

Month Application is mailed	Fee	Month Application is mailed	Fee	Month Application is mailed	Fee
January	\$176.25	May	\$259.58	September	\$217.92
February	\$165.83	June	\$249.17	October	\$207.50
March	\$155.42	July	\$238.75	November	\$197.08
April	\$270.00	August	\$228.33	December	\$186.67

Record the amount of the fee you will be sending in the box below:

Fee Submitted (nonrefundable): \$ class code 7630

Make checks payable to: Department of Commerce. The fee consists of a \$20 application fee and a prorated \$250 license fee. The license will be effective for 2 years from March 31st. Office location: 201 W. Washington Ave, Madison. Mailing address: PO Box 7082, Madison, WI 53707.

ATTACH the original of your master plumber license-retiree.

Note: Retiree licenses have been discontinued and once turned in will not be reissued.

METHOD 3 - Possession of a Journeyman Plumber License which had been Exchanged for a Master Plumber License

The fee for applying for the credential using method 3 is as specified in the following table:

Month Application is mailed	Fee	Month Application is mailed	Fee	Month Application is mailed	Fee
January	\$156.25	May	\$239.58	September	\$197.92
February	\$145.83	June	\$229.17	October	\$187.50
March	\$135.42	July	\$218.75	November	\$177.08
April	\$250.00	August	\$208.33	December	\$166.67

Record the amount of the fee you will be sending in the box below:

Fee Submitted (nonrefundable): \$ class code 7630

Make checks payable to: Department of Commerce. The fee consists of a prorated \$250 license fee. The license will be effective for 2 years from March 31st. Office location: 201 W. Washington Ave, Madison. Mailing address: PO Box 7082, Madison, WI 53707.

ATTACH the original of your old master plumber license. You must have completed the necessary hours of continuing education.